

20 MAR 2000

SUBJECT GROUP 5000-5199 GENERAL

SUBGROUP 5130 - COURIER SERVICES

5130.1 Defense Courier Service (DEFCOURIERSVC), Norfolk

a. Courier Services. DEFCOURIERSVC Norfolk is located in Building LP-82, NAVSTA Norfolk. This building is located on the south side of Chambers Field in the NAVSTA Norfolk Terminal area. Services rendered by the DEFCOURIERSVC Norfolk are available to all commands with DEFCOURIERSVC/CMS accounts. DEFCOURIERSVC Norfolk is open from 0730-1530 Monday through Tuesday and Thursday through Friday. Prior arrangements may be made to drop-off or pick-up materials at other times.

b. Procedures. In no case will material be released to any person representing an addressee until that person is positively identified and evidence provided that he is authorized to receive material for the addressee. Proper authorization consists of a properly validated DEFCOURIERSVC Form 10. Commands maintaining accounts at DEFCOURIERSVC Norfolk should renew their Form 10s, all others should submit three. Information on DEFCOURIERSVC Norfolk Form 10s as well as other DEFCOURIERSVC Norfolk procedures can be found in the users manual. Blank Form 10s and a DEFCOURIERSVC Users Manual may be obtained by calling the phone numbers are listed in Appendix A or by mail using the following address: DEFCOURIERSVC Norfolk, Building LP-82. One copy of Form 10 will be returned to each command after validation.

c. For the convenience of commands served, the following courier routes are established

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| (1) Langley AFB; Fort Monroe;
Fort Eustis; and commands on
the lower Peninsula. | Wednesday |
| (2) NAVPHIBASE;
Little Creek; Oceana;
Fort Story; Dam Neck | Tuesday |
| (3) CINCLANT Headquarters Area;
SACLANT; CINCLANTFLT | Wednesday |
| (4) CMIO Norfolk | Daily |

NOTE: Due to frequency of service required, the above schedules are subject to change. Inquiries regarding validity of above schedule should be referred to DEFCOURIERSVC Norfolk by telephone or mail.

d. DEFCOURIERSVC Routes/Scheduling. Commands located on an established courier route having material to enter the courier system

20 MAR 2000

should notify the DEFCOURIERSVC Norfolk one working day prior to the date of the regular schedule so that material may be picked up. Commands having material to enter the courier system at other than the nominal delivery time, or who are not on an established courier route should deliver that material to the DEFCOURIERSVC Norfolk.

e. DEFCOURIERSVC for Deployers. Afloat commands, who are regular customers of DEFCOURIERSVC Norfolk, anticipating extended deployments should notify the Courier Station of the estimated date of departure and approximate operations schedule, in order to facilitate service during the deployment.

f. Local Couriers. DEFCOURIERSVC Norfolk will not accept material from one command in the Hampton Roads area for distribution to another command in that same area. Commands should furnish their own local couriers in these cases.

g. Originator Responsibilities. The originator of courier material should thoroughly familiarize himself with instructions contained in the current effective DOD Regulation 5200.33, and DOD Regulation 5200.33R, and DEFCOURIERSVC Users Manual which will specify the originator's responsibilities.